

HAYS HIGH SCHOOL LIBRARY

USER AGREEMENT FOR BORROWING KINDLES

Borrower must be a Hays High student with an ID/ library card in good standing (no fines or overdue materials).
Borrower must sign this agreement and confirm his/her contact information at the time of checkout.

I, _____, take full responsibility for the device I am checking out.

The replacement cost of the device, its protective case, and all cords or chargers included will be \$200.00 if the item is lost, stolen, broken, or damaged while in my care. I will pay the replacement fee of \$200.00 if I fail to return the item at all, or in unusable condition (to be determined by the librarian). If the USB cord/charger is not returned, a replacement fee of \$25.00 will be charged.

I agree that the device is in working order at the time I am checking it out. I agree to the Rules of Use for the Kindles (attached).

The check-out period for the Kindles is (3) three weeks. I agree to pay overdue fines of \$5.00 per day if I return the Kindle after business hours on the due date. If the device is more than (1) one week overdue and I do not return it, I understand that I will be held responsible for the \$200.00 cost to replace the device.

I understand that the Kindle must be returned inside the library directly to a staff member. The device may not be returned in the outdoor or indoor drop boxes. If I return the Kindle in a drop box, I will be charged a \$25.00 minimum fee for unnecessary risk to the device.

Borrower Signature _____ Checkout Date: _____

Contact Information:

Borrower Name Printed _____ Borrower Cell Phone Number _____

Borrower Address _____

Borrower Parent Name _____

STAFF USE

CHECK OUT

Staff Member Name _____ Borrower ID Number _____

Which Device? _____ Kindle 1 _____ Kindle 2

____ Reader is functional/no damage _____ Reader is in protective cover
____ Reader is charged _____ Confirmed user contact info
____ USB Cord/charger included

CHECK-IN

Staff Member Name _____ Return Date: _____

____ Reader is functional/no damage	Late Fine?	Billed in system	Paid (circle one)
____ Reader is charged	Book drop fee?	Billed in system	Paid (circle one)
____ USB Cord/charger included	Replacement cost?	Billed in system	Paid (circle one)
____ Reader is in protective cover			

Borrower Signature _____ Check-in Date: _____

E-READER POLICIES & PROCEDURES

Using the Kindle:

- Do NOT register the device on any website with a personal credit card to purchase items. IF the library's registration is disturbed by a user, the borrower will be responsible for the \$200.00 replacement cost.
- Do NOT connect the device to your personal computer with a personal Adobe Digital Editions account. If the library's registration is disturbed by a user, the borrower will be responsible for the \$200.00 replacement cost.
- Do NOT let anyone else borrow the device. We do not recommend that children play with the device.
- Be cautious with the device and keep it safe from water or being dropped. Do NOT leave device in your car or locker.
- Return all parts of the device that were included when it was checked out. Any missing items may result in charges.
- Return the device inside the library directly to a staff member. If the device is returned in a drop box, a \$25.00 minimum fee will be charged to the user. Do not leave the device at the circulation desk if a staff member is not present.

Kindle Contents:

- Kindle device
- Protective cover
- USB Cord and Power Adapter

Available E-Books:

- We have preloaded a variety of titles on each different device so that you can see what reading a book on these devices is like. We update the titles offered on every device periodically to keep the selections current and relevant for everyone. Many of the titles included on the Kindles are recent bestsellers or other popular titles.
- We will load the books requested by the patron. Only appropriate titles will be considered.